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MINUTES

Document No. 022

OTR STAFF MEETING

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Tuesday
12 Oct 54

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1703

Date: 7 Feb 78 By: 022

Attendance:

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Mr. Baird, D/TR

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1. Announcement of Career Service Plans for all Personnel in OTR.

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Mr. [REDACTED] discussed the regulation being published for the purpose of defining policy and procedural responsibility for a program designed to realize the growth potential of all training designees. Basically, it will permit each employee to state what training, rotation or reassignment he considers necessary to advance his career development. Every supervisor will review his employees' plans, recommending modification or approval as appropriate to each individual. The OTR Career Service Board will act upon the comments of the employee and supervisor to achieve a program that will bring the greatest benefit to both the individual and the Agency.

Division chiefs are scheduled to submit to the CSB individual career development plans according to the following timetable:

January - Language and Area Training School
February - Plans and Research Staff
March - Assessment and Evaluation Staff
April - Intelligence Training School
(May
(June - Administrative Staff

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July
August - Basic Training School
September

October
November - Operations Training School
December

Two other regulations are also being worked on:

- (a) Uniform procedure for reassignment and rotation, and
- (b) Career Service Board review of all OTR requests for external training.

2. Acknowledgments of Guest Lecturers.

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Chief, Plans and Research Staff introduced a draft notice created to give recognition to the individuals from other offices who participate in OTR courses. It was pointed out by [REDACTED] that these acknowledgments should not be stereotyped in form or content, nor should the one-time guest lecturer receive the identical letter sent to the individual who has made a series of contributions throughout the year.

The group agreed that some form of recognition was desirable, provided a distinction were made between acknowledgment, appreciation, and commendation.

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To relieve each school and staff from the onus of monitoring acknowledgments, it was suggested that this function be incorporated in the duties of the newly-created PRS Secretariat. Central distribution would preclude the sending of duplicate letters to one individual (e.g., to

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In addition, it was mentioned that Mr. [REDACTED] has already submitted a paper suggesting a central desk to provide an index of available lecturers. This index would be the repository of students' evaluations of guest lecturers as well as comments from the Chief Instructors re any lecturer's worth and contribution to a given course. This system would make for greater availability of first-rate instructors and eliminate the sending of further requests to those persons not qualified for teaching assignments. The Director of Training concluded the discussion by stating that if the task could be done simply, without incumbrance, the PRS Secretariat should initiate a poll of school heads and gather information for the establishment of this type of file.

3. Preparation of Travel Vouchers.

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Mr. [REDACTED] stated that for security reasons his Office would continue to prepare travel orders; however, they ask each traveler to submit a

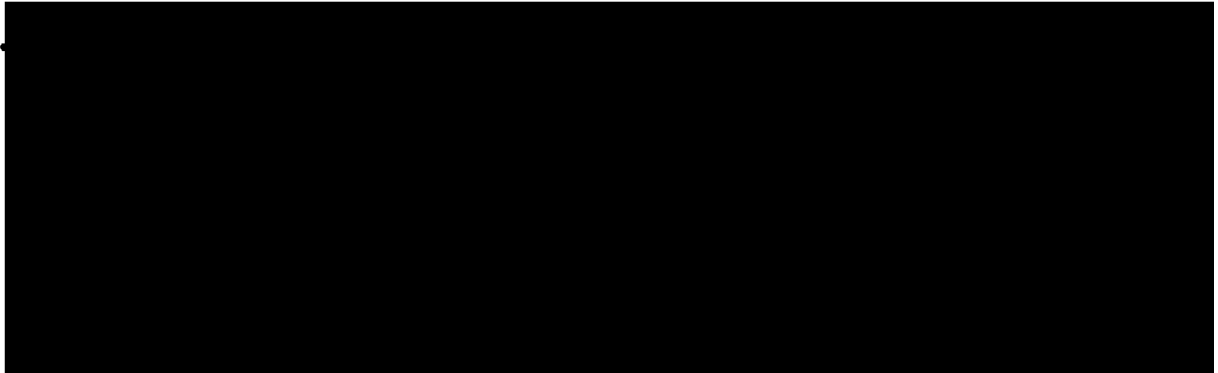
typewritten form of his travel voucher. Persons who have taken the Administration Course should be able to fulfill this request; other clerical personnel may be sent to Mr. [REDACTED] for training on how to prepare the forms. Mr. [REDACTED] pointed out that the experience gained would prove helpful to personnel going overseas.

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4.



5. Report on Incentive Awards Committee.

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According to [REDACTED] ten minor suggestions were received by the Committee. Some suggestions were disapproved and others sent back for further amplification. OTR approval of an award [REDACTED]

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[REDACTED] was granted with reluctance as the recommendation was not well substantiated.

To date, the Security Office has met all incentive award suggestions on Security matters with consistent disapproval. In an endeavor to obtain more favorable reaction from that office, the Committee chairman is asking them to send a representative to future meetings.

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Progress was reported by Mr. [REDACTED] on his assignment to "needle" Division and Staff Chiefs into granting recognition for deserving individuals or groups: Administrative Staff has one in process and the people at [REDACTED] are considering another.

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6. Critique of Agency Orientation Course.

Mr. Baird declared the last Agency Orientation Course was a "flop." As we can receive no critique comparable to those received from courses with fewer students, the course suffers from our hearing people slant their comments to what they think we would like to hear. Consequently, the Director of Training is requesting written critiques from OTR personnel who attended this last presentation. Most frequent criticisms to date were that speakers lacked proper microphone technique and that panel speakers bandied initials about to such a degree that they were meaningless to many in the audience.

7. Other.

1. Mr. Baird emphasized that despite the fact their husbands are in service and may be sent overseas, married women who have been employed

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by the Agency for three years should feel no compunction about signing up for career status. Further, there is small probability these women will be sent overseas by the Agency.

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2. Mr. [REDACTED] reported 300 daily were attending the Employee Services Orientation being offered this week in the R & S Auditorium. The purpose of this program is to acquaint Agency personnel with the credit union, government insurance, retirement plan, and service benefits.
3. Mr. Baird noted a laxity on the part of OTR employees going overseas. He wishes to see them prior to departure and again upon return, but often this is not done. He noted returnees are required to make a report to the DCI and this report should properly be routed through the Director of Training.

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